

Student Reference Guide

► Normal Hours of Operation

8:00 am – 5:00 pm, Monday – Friday

► Hours of Operation During Finals

8:00 am – 9:00 pm

► Scheduling Terms and Conditions

- Tests, quizzes, and midterms must be scheduled at least **3 business days** in advance. Final exams must be scheduled at least **10 business days** in advance.
- Exam requests made after **5:00 pm** will be processed the **next business day**.
- The student must discuss their accommodations and any scheduling conflicts with their instructor prior to scheduling exams.
- The student must schedule their exams at the same time as the rest of the class **or** at the time that has been approved by the instructor.
- During normal operations, testing ends promptly at **5:00 pm** and any remaining time will be forfeited.
- Final exams must be booked as a **Final** in the **Request Type**. If another option is selected, the Testing Center may cancel the appointment.
- Each student may use **1 late pass** per semester. Requests to use a late pass must be made by email at least **2 business days** in advance and cannot be used for final exams.
- Exam requests are **automatically** approved in the system, and failure to follow these terms and conditions may result in the cancellation of the appointment.

► Example of Scheduling 3 Business Days in Advance

George is on AIM on Monday the 14th at 3:33 pm. He can schedule exams for Thursday the 17th, but he must submit his request before 5:00 pm. If he waits until after 5:00 pm, an error message will occur because it would no longer be 3 business days. The next available day for him to book his exams would be Friday the 18th. Similarly, if George is on AIM on Thursday the 17th, he can schedule exams for Tuesday the 22nd.

► How to Schedule an Exam

1. Log in to AIM with your GT credentials: <https://bear.accessiblelearning.com/gatech/>
2. On the left sidebar and under **My Accommodations**, select **Alternative Testing**
3. From the **Select Class** dropdown menu, select the course
4. Click **Schedule Exam**
5. Read the **Terms and Conditions of Scheduling Exam**
6. Select the **Request Type** from the dropdown menu
7. Enter the **Date** and **Time** for your exam
8. Place a check on applicable **Services Requested** and add notes if necessary
9. Place a check by each statement under the **Terms and Conditions** to confirm agreement
10. Click **Add Exam Request**

► How to View Current Exam Bookings

Current exam requests are located on the **Alternative Testing** page, under **Upcoming Exam Request(s) for the Current Term**.

► How to Cancel an Exam Booking

Locate the exam request under **Upcoming Exam Request(s) for the Current Term**, click **Cancel Request**, and then click **Confirm Cancellation**.

Frequently Asked Questions

Why are the scheduling features not showing up when I click on Alternative Testing?

Accommodations must be renewed each semester and approved by a disability services coordinator before you can access the exam scheduling features in **Alternative Testing**.

I have successfully booked my appointment, but how come I do not see a location for my exam?

You will receive a confirmation email one business day prior to your exam date that will confirm your appointment and the location details of that day.

With extended time, I may be late to my next class. What should I do?

You are responsible for planning for potential conflicts. Prior to the exam, consult with your instructor to explore options, such as getting approval to take the exam early enough to finish before your next class.

I forgot to schedule my exam three business days in advance. What can I do?

You can use your one late pass (per semester) if you have not used it yet. Email the Testing Center at least **two business days** in advance to make the request.

What should be done if I feel very sick and cannot take the exam?

Contact your instructor immediately and ask them what your next steps should be. You should also cancel your appointment through AIM or inform the Testing Center that you cannot make your appointment.

I need to do a make-up exam with the Testing Center. How does that work?

Normal scheduling procedures apply. You should schedule the make-up exam 3 business days in advance in AIM.

I need to take an exam for an incomplete class from last semester. How do I do that?

Because scheduling features in AIM do not allow this, you will need to email the Testing Center with your request. Such requests also require scheduling 3 business days in advance.

Can I take my exam earlier than my appointment?

The Testing Center can start your exam up to 10 minutes prior to your appointment time. We will not start your exam earlier than that unless we receive written approval from your instructor.

What happens if I am late to my exam?

You are permitted to take your exam if you arrive within 20 minutes of your appointment, but your test time will be reduced by the length of your tardiness. If you are more than 20 minutes late, we will not start your exam until we receive the instructor's approval. We will contact the instructor at that point, but it may be best if you contact them prior to your arrival to explain your case. It will be at your instructor's discretion if you can take the exam and if your time will be reduced.

I have already used my one late pass, but I missed the booking window again. What are my options?

Contact your instructor immediately and explain your situation. It may be possible that they can proctor you with your accommodations, or that they can arrange someone such as a TA to do the proctoring. You may want to ask your instructor if they would be willing to delay your exam so that you can schedule it with the Testing Center, but this would ultimately be at the instructor's discretion.

My note sheets (or notecards) were collected after my exam. Will I be able to get it back?

Yes. Email the Testing Center to request the note sheets/cards be made available for you to pick up. It generally takes the office one business day to process the request.

If I have a question while I am taking my exam, is there a way my question can be answered during my exam?

We will do our best to contact your instructor and/or TA with any questions you may have while you are taking your exam. Your testing time will not be adjusted during these instances.

I booked my appointment but forgot to include one or more of my accommodations. Is it still possible to receive the accommodations that I need?

Yes. Contact the Testing Center immediately so that a staff member can make the necessary updates.